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COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC INSTRUCTION

Basic Reference Books for High Schools

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PENNSYLVANIA STATE LIBRARY

COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF PUBLIC INSTRUCTION

Harrisburg

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FOREWORD

Modern methods of secondary education necessitate a library in every high school. The library makes possible the control and management of the materials of instruction and becomes, therefore, a necessary feature of school organization.

The value of the library depends in a large measure upon a wise selection of books. These should supply pupils with adequate reference material and must, therefore, bear a close relation to the courses of study. There should also be books of general information in order to provide a well-balanced nucleus reference library.

In the list of Basic Reference Books for High Schools, an effort has been made to select the most important informational books required in small high schools. The books have been classified according to the universally used decimal classification as a help to the school librarian, and to give opportunity to pupils to become familiar with the classification which they will find in use in public and other larger libraries.

The prices quoted are publishers' list prices and are of course subject to change. They are given as a guide in the preparation of a budget for the purchase of books, but should not be considered fixed.

It is the earnest hope that every high school in the Commonwealth will provide a library which may be used as a book laboratory by every pupil and teacher, to the end that the courses of study may be enriched and vitalized, and that the pupils may acquire the habit of turning easily and readily to books and fact material in print. A knowledge of the tools of learning will help pupils in their self-education not only in schools of higher learning but throughout life.

This bulletin was prepared by Miss Adeline B. Zachert, Director of School Libraries in this Department.

JOHN A. H. KEITH

Superintendent of Public Instruction

BASIC REFERENCE BOOKS FOR HIGH SCHOOLS

Allen, F. S. Allen's synonyms and antonyms. Harper	$3.00
Bruel, K. H., ed. Heath's German dictionary. Heath	3.00
Cuyas, Arturo Appleton's new Spanish-English & English-Spanish dictionary. Appleton	3.50
Flaherty, M. C. How to use the dictionary. Rowland	1.25
Gasc, F. E. A. Concise English & French dictionary. Holt	2.00
Hopkins, F. M. Reference guides that should be known. Willard	1.50
Hoyt, J. K. New cyclopedia of practical quotations. Funk	7.50
Hughes, Rupert Music lovers' encyclopedia. Doubleday	3.00
Lewis, W. D. & Holmes, M. D. Knowing and using words. Allyn	1.00
Marquis Who's who in America. Marquis	7.50
McCandles and Grosvenor Flags of the world. Nat'l. Geog. Soc.	2.00
Reader's guide to periodical literature. Wilson	
Rice, O. S. Lessons on the use of books. Rand	1.00
Robert, H. M. Parliamentary practice. Scott	1.50
Roget, P. M. Treasury of words. Crowell	1.00
Shepherd, W. R. Historical atlas, 2nd ed. Holt	3.90
Smith, Sir. Wm. & Hall, T. D. Copius and critical English-Latin dictionary. Amer. Bk.	6.00
Stevenson, B. E., comp. Home book of verse. 5th ed., rev. Holt	15.00
Webster, Noah New International dictionary. Merriam	16.00
Wilson, Martha School library management, rev. ed. Wilson	1.25
World Almanac N. Y. World	.50

170. CONDUCT OF LIFE. ETHICS

Conklin, M. G. Conversation: What to say and how to say it. Funk	1.00
Gulick, L. H. Mind and work. Doubleday	1.75
Hagedorn, Hermann You are the hope of the world. Macmillan	.80
Jackson, B. B., comp. Thrift and success. Century	1.25
Smith, H. L. Your biggest job, school or business. Appleton	1.00
S. Phila. H. S. Everyday manners for American boys and girls. Macmillan	1.00
Starrett, Mrs. H. E. Charm of fine manners. Lippincott	1.00

290. MYTHOLOGY

Bulfinch, Thomas Golden age of myth and legend. Stokes	4.00
Gayley, C. M. Classic myths in English literature. Ginn	1.92
Tatlock, J. M. Greek and Roman mythology. Century	2.25

320. GOVERNMENT

Ashley, R. L. The new civics. Macmillan	1.60
Forman, S. E. American democracy. Century	1.75
Franc, Alissa Use your government. Dutton	2.00
Gnitteau, W. B. Government and politics in the U. S. Houghton	1.80
Howe, J. B. New era civics. Iroquois	1.50
Macy, Jesse Party organization & machinery; rev. ed. Century	1.75
Magruder, F. A. American government. Allyn	1.50
Reed, T. H. Form and functions of American government. World Bk.	1.50
Woodburn and Moran The citizen and the republic. Longmans	1.50

330. ECONOMICS

Bullock, C. J. Elements of economics. Silver	1.65
Burch, H. R. American economic life. Macmillan	1.50
Carver, T. N. Elementary economics. Ginn	1.72
Clay, Henry Economics for the general reader. Macmillan	2.50
Ely & Wicker Elementary principles of economics. Macmillan	1.60
Laing, G. A. Introduction to economics. Gregg	1.40
Lapp, J. A. Economics of the community. Century	1.50
Marshall and Lyon Our economic organization. Macmillan	1.50
Thompson, C. M. Elementary economics. Sanborn	1.50
Tufts, J. H. Real business of living. Holt	1.50

371. VOCATIONAL GUIDANCE

Allen, F. J. Guide to the study of occupations. Harvard University Press	2.50
Filene, C., ed. Careers for women. Houghton	4.00
Giles, F. M. & Giles, I. K. Vocational civics. Macmillan	1.40
Gowin & Wheatley. Occupations. Ginn	1.68

378. COLLEGES AND UNIVERSITIES

Cooper, E. S. Why go to college. Century	1.75
Gauss, C. F. Through college on nothing a year. Scribner	1.50

380. COMMERCE

Bishop & Keller Industry and trade. Ginn	1.40
Bowman, Isaiah. New World. World Bk.	6.00
Robinson, E. V. D. Commercial geography. Rand	2.00
Toothaker, C. R. Commercial raw materials. Ginn	1.92
Van Hise, C. R. Conservation of natural resources. Macmillan	2.50

398. FOLK LORE. LEGENDS

Arabian nights' entertainments Fairy tales from the Arabian nights ed., Dixon. Putnam.	2.50
Darton, F. J. H. Wonder book of old romance. Stokes	2.50
Guerber, H. A. Legends of the middle ages. Amer. Bk.	2.00
Malory, Sir Thomas Boy's King Arthur, ed. by Lanier. Scribner	2.25
Pyle, Howard Story of King Arthur and his knights. Scribner	3.50

500. GENERAL SCIENCE

Libby, Walter Introduction to the history of science. Houghton	2.35
Yerkes, R. M. New world science. Century	3.00

520. MATHEMATICS

Moyer, J. A. & Sampson, C. H. Practical trade mathematics. Wiley	1.50
Palmer, C. I. Practical mathematics for home study. McGraw	4.00
Walsh, J. H. Business arithmetic. Gregg	1.50
Whitehead, A. N. Introduction to mathematics. Holt	.90

520. ASTRONOMY

Hale, G. E. The new heavens. Scribner	**1.50**
Martin, Mrs. M. E. Friendly stars. Harper	**2.00**

530. PHYSICS

Clarke, C. R. & Shall, S. A. Boy's book of physics. Dutton	**1.50**
Milliken, R. A. The electron. Chic. Univ. Press	**1.50**
Mills, John Within the atom. Van Nostrand	**2.00**
Soddy, Frederick Matter and energy. Holt	**.90**

540. CHEMISTRY

Duncan, R. K. Chemistry of commerce. Harper	**3.00**
Sadtler, S. S. Chemistry of familiar things, 4th ed. Lippincott	**3.00**
Slosson, E. E. Creative chemistry. Century	**3.00**

570. BIOLOGY

Hodge, C. F. & Dawson, Jean Civic biology Ginn	**1.72**
Schmucker, S. C. Meaning of evolution. Macmillan	**.75**

612. PHYSIOLOGY, HYGIENE

Fisher, Irving & Fisk, E. L. How to live. Funk	**1.50**
Gulick, L. H. Efficient life. Doubleday	**1.75**
Hutchison, Woods Handbook of health. Houghton	**.96**
Pyle, W. L., ed. Manual of personal hygiene. Saunders	**3.00**
Winslow, C. E. A. Healthy living. Bk. 2. Merrill	**1.00**

620. ENGINEERING, INVENTIONS

Edelman, P. E. Experimental wireless stations. Henley	**3.00**
Lescarboura, A. C. Radio for everybody. Scientific Amer.	**1.50**
Mowry, W. A. & Mowry, A. M. American inventions and inventors Silver	**.60**
Page, V. M. Modern gasoline automobile. Henley	**3.00**
Swoope, C. W. Lessons in practical electricity. Van Nostrand	**2.50**
Yates, R. F. & Pacent, L. C. Complete radio book. Century	**2.00**

640. HOME ECONOMICS

Balderston, L. R. Housewifery, 2d ed. rev. Lippincott	**3.00**
Van Rensselaer, M. & others, comp. Manual of home making. Macmillan	**3.25**
Taber & Wardall Economics of the family. Lippincott	**1.40**

641. FOOD, NUTRITION, SERVING

Farmer, F. M. Boston cooking school cook book, rev. ed. Little	**2.50**
Sherman, H. C. Food products. Macmillan	**2.75**
Willard & Gillett Dietetics for high schools. Macmillan	**1.40**

643. HOUSE PLANNING

Bevier, Isabel The house: its plan, decoration and care. American School Home Economics 1.50
Keene, E. S. Mechanics of the household. McGraw 2.75

646. TEXTILES AND CLOTHING

Dyer, Elizabeth Textile fabrics. Houghton 1.75
Gibbs, C. M. Household textiles. Barrows 1.50
Wollman, Mrs. M. S. Clothing. Lippincott 2.50

647. HOME MANAGEMENT

Frederick, Mrs. C. M. Household engineering. American School Home Economics 2.50
Lord, I. E. Getting your money's worth. Harcourt 1.50
MacLeod, S. J. Housekeeper's handbook of cleaning. Harper 1.35

650. BUSINESS

Cahill, M. F. & Ruggeri, A. C. Office practice. Macmillan 1.40
Kilduff, E. J. Private secretary. Century 2.00
McCord, J. N. Textbook of filing. Appleton 2.00
Manly, J. M. & Powell, J. A. Better business letters. Drake 1.00
Pitman, Isaac Shorthand dictionary. 10th ed. Pitman 2.50
Raymond, C. H. Modern business writing. Century 2.40

680. MANUAL TRAINING AND SHOPWORK

Blackburn, S. A. Boy activity projects. Manual Arts 1.75
Broemel, Louis & Dougherty, J. S. Sheet metal workers' manual. Drake 2.00
Dooley, W. H. Applied science for metal and wood workers. Ronald 2.00
Hyatt, L. F. Furniture weaving projects. Bruce 1.25
Klenke, W. W. Art and education in wood turning. Manual Arts 1.40
Palmateer, T. J. Elementary machine shop practice. Manual Arts 1.50
Snow, B. E. & Froehlich, H. B. A hundred things a girl can make. Lippincott 2.50

700. FINE ARTS

Barstow, C. L. Famous buildings. Century 1.50
Fletcher, Sir B. F. & others History of architecture; new ed. Scribner 12.00
Reinach, Salomon Apollo. Scribner 2.00
Whitcomb, I. P. Young people's story of art. Dodd 3.50

780. MUSIC

Seymour, H. A. What music can do for you. Harper 1.50
Scholes, P. A. Book of the great musicians. Oxford 1.50

790. AMUSEMENTS—SPORTS

Bancroft, J. H. Games for the playground, home, school and gymnasium. Macmillan 2.40
Cromie, W. S. Group contests. Macmillan 1.50
Frost, Helen & Wardlaw, C. D. Basketball and indoor baseball for women. Scribner 1.75

793. INDOOR AMUSEMENTS

Geister, Edna Ice breakers. Rev. ed. Women's Press 1.35
Wolcott, T. H., ed. Book of games and parties for all occasions. Small 2.00

808.5 ENGLISH LANGUAGE—RHETORIC

Clark, T. A. When you write a letter. Sanborn 1.12
Lewis, W. D. & Hosic, J. F. Practical English for high schools. American Bk. 1.40
Wooley, E. C. Handbook of composition. Heath 1.08

808.5 DEBATING—PUBLIC SPEAKING

Blackstone, Harriet Best American orations of today. Noble 2.00
Cunnock, R. M., comp. Choice readings. Rev. ed. McClurg 1.75
Foster, W. H. Debating for boys. Macmillan 1.50
Phelps, E. M., comp. Debaters' manual. Wilson 1.50
Robbins, E. C. High school debate book. McClurg 1.50

810 and 820. AMERICAN AND ENGLISH LITERATURE—HISTORY

Halleck, R. P. New English literature. Amer. Bk. 1.72
Rich, M. I. Types of literature. Century 2.00
Untermeyer, Louis American poetry since 1900. Holt 3.50
VanDoren, C. C. Contemporary American novelists. Macmillan 1.50
Williams, B. C. Our short story writers. Moffat 2.50

811.08 and 821.08. AMERICAN & ENGLISH POETRY—COLLECTIONS

Rittenhouse, J. B. Little book of American poets. Houghton .90
Untermeyer, L., ed. Modern American and British poetry. Harcourt 1.20
Wilkinson, Mrs. New voices. Macmillan 2.25

812 or 822. AMERICAN AND ENGLISH DRAMA

Dickinson, T. H. Chief contemporary dramatists. Houghton 3.00
Drama League of America Plays for amateurs. Drama League of America .50
Gregory, Lady I. A. Seven short plays. Putnam 2.00
Matthews, Brander, ed. Chief European dramatists. Houghton 3.00

812 or 822.08. AMERICAN & ENGLISH DRAMA—COLLECTIONS

Cohen, H. L. One-act plays by modern authors. Harcourt 2.25
Dickinson, T. H., ed. Chief contemporary dramatists. 2nd Ser. Houghton 3.75
Leonard, S. A., ed. Atlantic book of modern plays. Atlantic 2.00

814.08 or 824.08. AMERICAN & ENGLISH ESSAYS—COLLECTIONS

Law, F. H., ed. Modern essays and stories. Century 1.25
Morley, C. D., comp. Modern essays. Harcourt 1.00

822.33 SHAKESPEARE

Lamb, Chas. & Lamb, Mary Tales from Shakespeare: Illus. by Rackham. Dutton 3.00
Shakespeare, Wm. Complete dramatic and poetic works ed. by Neilson (Cambridge Ed.) Houghton 3.00

900. HISTORY—GENERAL WORKS

Van Loon, H. W. The story of mankind. Sch. ed. Macmillan 1.90

911. LITERARY AND HISTORICAL ATLASES

Bartholomew, J. G. Literary and historical atlas of Europe. Dutton 1.25
Shepherd, W. R. Historical atlas. 2d. ed. Holt 3.90

920. BIOGRAPHY—COLLECTIVE

Birkhead, Alice Heroes of modern Europe. Crowell 1.75
Bradford, Gamaliel American portraits. Houghton 3.50
Bradford, Gamaliel Portraits of American women. Houghton 3.00
Chapin, A. A. Masters of music. Dodd 2.00
Darrow, F. L. Masters of science and invention. Harcourt 2.25
Gilbert, Ariadne More than conquerers. Century 1.75
Husband, Joseph Americans by adoption. Atlantic 1.00
Parkman, M. R. Fighters for peace. Century 1.75
Parkman, M. R. Heroines of service. Century 1.75
Plutarch Boys and girls' Plutarch, ed. by White. Putnam 2.50
Sparks, E. E. Men who made the nation. Macmillan .75
Tappan, E. M. Heroes of progress. Houghton .88

921. BIOGRAPHY—INDIVIDUAL

Bok, E. W. Americanization of Edward Bok. Scribner 1.00
Custer, Mrs. E. B. Boots and saddles. Harper 2.00
Eastman, C. A. From the deep woods to civilization. Little 2.50
Ford, Henry My life and work. Doubleday 3.50
Franklin, Benjamin Autobiography, illus. by Body-Smith. Holt 2.25
Garland, Hamlin Son of the middle border. Macmillan .80
Jefferson—Muzzey, D. S. Thomas Jefferson. Scribner 2.00
Johnson—Boswell, J. Life of Johnson: Abr. by Osgood. Scribner 1.00
Keller, Helen Story of my life. Grosset .75
Lee—Bradford, G. Lee, the American. Houghton 3.50
Lincoln—Nicolay, J. G. Abraham Lincoln: a short life. Century 4.00
Muir, John Story of my boyhood and youth. Houghton 3.25
Panunzio, C. M. Soul of an immigrant. Macmillan 1.50
Pumpelly, Raphael Travels and adventures. Holt 1.75
Riis, J. A. Making of an American. Macmillan .80
Steiner, E. A. From alien to citizen. Revell 2.50
Washington, Booker T. Up from slavery. Doubleday 1.90

930. ANCIENT HISTORY

Breasted, J. H. Ancient times. Ginn **2.00**
Davis, W. S. Day in old Athens. Allyn **1.60**
Johnston, H. W. Private life of the Romans. Scott **2.00**
Seignobos, Charles History of ancient civilization Scribner **1.48**

940. GENERAL EUROPEAN HISTORY

Bryce, James Holy Roman empire. Rev. enl. ed. Macmillan **3.75**
Emerton, Ephraim Introduction to the study of the middle ages. Ginn **1.92**
Hazen, C. D. Europe since 1815. 2v. Holt **Ea. 3.50**
Robinson, J. H. & Beard, C. A. eds. Readings in modern European history. Ginn **v. 2 2.50**

942. HISTORY—ENGLAND

Cheney, E. P. Introduction to the industrial and social history of England. Macmillan **2.60**
Jessop, Augustus Coming of the Friars. Putnam **2.50**
Lowell, E. J. The eve of the French revolution. Houghton **3.00**
Tuell, H. E. & Hatch, R. W., eds. Selected readings in English history. Ginn **1.96**

944. HISTORY—FRANCE

Adams, G. B. Growth of the French nation. Macmillan **2.60**

970. INDIAN LIFE AND HISTORY

Hodge, F. W. Handbook of American Indians. 2 v. Gov't. Pr. Off. Smithsonian institution, Bureau of American ethnology **.50**

973. HISTORY—UNITED STATES

Bassett, J. S. Short history of the United States. Macmillan **3.90**
Brigham, A. P. Geographic influences in American history. Ginn **1.48**
Fox, D. R. Harper's atlas of American history. Harper **2.75**
Hart, A. B., ed. American history told by contemporaries. 4 vols. Macmillan **12.00**

973.2 AMERICAN HISTORY—COLONIAL PERIOD

Andrews, C. M. Colonial period. Holt **.90**
Earle, Mrs. A. M. Home life in colonial days. New ed. Macmillan **2.50**

973.4 AMERICAN HISTORY—CONSTITUTIONAL. TO CIVIL WAR

Burgess, J. W. Middle period. Scribner **1.50**
MacDonald, Wm. From Jefferson to Lincoln. Holt **.90**

973.7. AMERICAN HISTORY—CIVIL WAR

Burgess, J. W. Reconstruction and the Constitution. Scribner 1.50
Hart, A. B. Slavery and abolition, 1831-1841. Harper 2.25
Wilson, Woodrow Division and reunion, 1829-1918. Longmans 1.25

973.8 RECENT U. S. HISTORY

Ogg, F. A. National progress. Harper 2.25
Paxson, F. L. Recent history of the United States, 1887-1921. Houghton 3.00

978. THE WEST

Paxson, F. L. Last American frontier. Macmillan .75
Roosevelt, T. Episodes from "The winning of the West." Putnam 2.00
Turner, F. J. Frontier in American history. Holt 2.50

BULLETINS AND LISTS FOR SCHOOL LIBRARIES

BULLETINS

Classroom libraries.
Floor plan for a library in secondary schools.
Floor plan for a library in a small high school.
How to organize a small school library.
School library standards.

LISTS

Basic reference books for high schools.
Classroom libraries.
Fiction for the senior high school.
Library books for the elementary school.
Library books for the junior high school.
Library books for a small rural school.
List of reference books in history and civics for elementary schools.
List of reference books in history and civics for junior high schools.
List of reference books in history and social science for senior high schools.
List of reference books in science.
Magazines for the high school library.
Reference books for the senior high school library.